

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 5 July 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #27
29 June through 5 July 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Basic Orientation

(1) Basic Orientation #31 began on 2 July. Of the 87 students enrolled, 39 are from DDP, 4 from DDI, 1 from DCI, and 43 (including 23 JOT's) from DDS.

(2) Miss [] joined the secretarial staff on 2 July. 25X1

b. Clerical Training

(1) During the week of 25 June there were 72 people in Clerical Induction Training and 13 people in Clerical Orientation.

c. Management Training

Basic Management #26, originally scheduled for June but deferred in order to permit the presentation of Operational Management Training to the SR Division, is now scheduled to begin 9 July. Since this comes within the vacation period, there is some doubt whether a sufficient number of students will be enrolled. As of 3 July eight students are enrolled.

d. Instructor Training

Instructor Training #21 is being held 2 through 6 July with one student from Commo.

e. Intelligence Training

Nothing to report.

25 YEAR RE-REVIEW

f. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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g. Reading Improvement

(1) Eleven employees who completed Reading Improvement Courses #27 and #28 were retested last week to determine their degree of retention of skills. Results showed generally good maintenance of the skills attained in the course.

25X1

(2) Miss [] discussed data accumulated for a research project outlined last year by Dr. [] comparing the difficulty level of two reading tests. It appears that a revision of the testing program may be necessary.

25X1

h. Orientation and Briefing

(1) On 26 June the ninth Departmental Briefing was conducted for 51 persons from State, Army, Navy, Air Force, NSA, and USIA.

(2) The Dependents' Briefing set for 2 and 3 July was postponed because of the small number of people scheduled to attend. []

25X1

25X1

(3) On 28 June the CIA Introduction Program was conducted for 67 people, including 28 from DDP, 21 from DDS, 13 from DDI, and five people whose component was not identified.

(4) On 3 July C/OB conducted a special briefing for key []
[] Officials.

25X1

25X1

(5) On 2 July Mrs [] reported officially to this office, replacing Miss []

25X1

i. Administrative Training

(1) Administrative Procedures #67 began 2 July with 28 people enrolled.

(2) A panel discussion [] was presented for the first time in Operations Support by Mr. []. It was an excellent presentation and will be continued.

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25X1

(3) Miss [] completed the last three weeks of Operations Support #21 on Friday and began BOC on 2 July.

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(4) Mr. [] completed the Advanced CE course on Friday.

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25X1

j. Personnel Notes

(1) Mrs. [REDACTED] Clerical Training, are vacationing in Florida for one week.

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(2) On 2 and 3 July Mr. [REDACTED] Administrative Training, attended ceremonies at which his wife was sworn in as a citizen of the United States.



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